

MEETING
OF THE
ROBBINS LIBRARY BOARD OF TRUSTEES
OCTOBER 11, 2016

MINUTES

Call to Order

Chairman Adam Delmolino called the meeting to order at 7:12 p.m. Attending were trustees Heather Calvin, Kathy Fennelly, Amy Hampe, Frank Murphy, and Joyce Radochia. Also attending was the library director, Andrea Nicolay.

Trust Fund Investment Performance Review with Town Treasurer Stephen Gilligan and Boston Advisors

Mr. Gilligan introduced James Gaul, Portfolio Manager, and Andrea Mackey, Client Services Manager, for Boston Advisors, who manage Arlington's trust funds portfolio. Mr. Gilligan assured the board that he maintains trust in Boston Advisors even though it was a bad year for the market. Mr. Gaul and Ms. Mackey told the board about some positive developments within their organization this year: the offering of new products, the return of a trusted former advisor, and the acquisition of Weyland Capital, which brought \$175 million in new multi-asset portfolios. Mr. Gaul and Ms. Mackey distributed copies of the Town of Arlington portfolio report and reviewed them with the board, and discussed reasons for the under performance of the past two years, the longest stretch in 20 years. Overall, equity performance in the United States had been struggling, with atypical return patterns being observed: more expensive stocks have yielded better returns than lower priced stocks. Boston Advisors will continue with its usual purchasing strategies and refuse to buy junk. Boston Advisors' overall goal is, of course, high market returns with low risk. Mr. Gaul and Ms. Mackey attempted to answer several questions posed by individual trustees. In response to Ms. Fennelly's question about the influence of the presidential election Mr. Gaul replied that he believes that the damage has already been done, and that uncertainty has had the most effect on the health care industry, including pharmaceuticals.

Approval of Minutes

Ms. Fennelly moved approval of the minutes of the September 12 meeting. Ms. Calvin seconded the motion and the board approved unanimously.

Communications

There were no communications to review.

Community Time

There were no unscheduled members of the community present.

Director's Report

Ms. Nicolay reviewed the Director's Report with the trustees, and the board discussed a few of the items. Of particular interest was the installation of parking meters and implementation of the new parking plan, which has implications for library staff and patrons. The Whittemore Robbins lot will be for town staff only, thereby eliminating that location for library users. The first fifteen minutes at the eight individual meters along Peg Spengler Way will be free, which will allow patrons who wish only to pick up or return materials to do so without paying a parking fee. A concern that has been raised is the additional financial burden imposed on volunteers. Town authorities will be revisiting the parking plan after it has been in effect for a while to see what, if any, changes might be recommended.

Staff have had to replace flyers for the Queer Book Group in the elevator three times. This type of vandalism is concerning, and staff will be prepared to handle this matter appropriately when/if the perpetrators are caught.

Ms. Nicolay explained why the pipes at Fox Library deteriorated significantly.

Ms. Nicolay has undertaken a new professional responsibility as a member of the Minuteman Library Network Marketing Subcommittee.

Possible explanations for the 9% decrease in circulation were explored.

Reimagining Our Libraries Hiring Committee and Evaluation Process

Ms. Nicolay described the two-hour walk-through at Robbins and Fox with architects interested in the project, and she was pleased with the amount of interest evident. She needs two volunteers for the hiring committee. The deadline for architects' submissions was extended because of a delay in the posting to the Central Register. The director and the trustees discussed the hiring committee timeline and decided that the original November 8 deadline for getting the evaluation of the "proposals for architectural services" completed needed to be extended to November 15. The director and the trustees agreed to shift the timeline. At the November board meeting the hiring committee will present two or three finalists to the board. At the December meeting the committee will present the top-ranked finalist to the board. Ms. Nicolay explained the ROL evaluation criteria to be used by the hiring committee members. Ms. Calvin suggested adding an additional qualification: knowledge of Section 504 of the Rehabilitation Act of 1973.

Chairman Delmolino asked the board for volunteers to serve on the hiring committee with the library director. Ms. Calvin and Mr. Murphy indicated their willingness to serve. Ms. Fennelly moved appointment of Ms. Calvin and Mr. Murphy to the committee. Ms. Hampe seconded the motion and the board approved unanimously.

Trust Liaison

Given the resignation of Barbara Muldoon from the board, it is necessary to consider a replacement for the remainder of the fiscal year. Ms. Muldoon also served as the liaison to the Elbridge Farmer Fund, a fund overseen by a separate board that meets annually. Ms. Nicolay will contact the appropriate people to find out what needs to be done in this regard. Ms. Hampe expressed willingness to be the Russell Fund liaison for the remainder of the year. Ms. Fennelly moved Ms. Hampe's appointment to that position. Ms. Calvin seconded the motion. The board approved unanimously.

FY 2017 Trustee Goals

Trustees reviewed the goals and objectives of the library board for FY 2017. An omission of the word "of" was noted in one of the objectives. The goal/objective for the art print collection was revised to read: "Work with the library administration to assess our Art Print Collection and develop a plan to appraise the Art Print Collection and determine an appropriate course of action."

Ms. Fennelly moved to approve the amended goals for FY 2017. Mr. Murphy seconded the motion. The board approved unanimously.

Ms. Nicolay told the board about a newly formed committee of stakeholders, abutters to the Robbins Memorial gardens, who will be developing a plan to improve the site. They will be looking for funds for landscaping. A question was raised as to the possibility of using income from the rental of the Robbins Library Reading Room, which is kept in a revolving fund, for this purpose.

Preliminary Discussion of FY 2018 Budget

The board usually invites the town manager to attend either the November or December meeting to discuss library goals. Two areas of interest or concern are the staffing of the circulation department and hours at both Robbins and Fox. Barbara Fulchino, Head of Circulation, has given Ms. Nicolay facts and figures to help her evaluate the needs of the circulation department. Ms. Nicolay explained to the board the staffing and union issues involved and the various options possible for making changes in hours at both libraries. At our November meeting the board will examine needs and discuss priorities in preparation for the December meeting with Adam Chapdelaine, the Town Manager.

Foundation Liaison Update

Ms. Fennelly reported that at the most recent Foundation meeting the annual report was discussed as well as topics relating to the annual solicitation.

Friends' Liasons's Updates

Ms. Radochia missed the most recent Friends' meetings, but said that the Town Day book sale and follow-up sale netted more than \$8,000.

Mr. Delmolino said that the next Friends of Fox meeting will be held on Monday, October 17.

Unanticipated Items

Ms. Fennelly and Ms. Radochia reported on the plans for the retirement party to be held in honor of Barbara Muldoon on October 13 and requested funds for related expenses.

Ms. Fennelly moved that the board appropriate up to \$300 for the retirement party expenses. Mr. Murphy seconded the motion. The board approved unanimously.

Date of Next Meeting

The next board meeting will be Tuesday, November 15, 2016.

Adjournment

At 9:50 p.m. Ms. Fennelly moved to adjourn the meeting. Mr. Murphy seconded the motion. The board approved unanimously.

Respectfully submitted,

Joyce H. Radochia
Secretary Pro Tem.

Materials Distributed:

- October Meeting agenda
- September meeting minutes
- September Director's Report
- September 2016 Circulation Statistics
- Reimagining Our Libraries Hiring Committee Timeline
- Board of Trustees FY17 Goals and Objectives